

TO BE SUBMITTED WITH BUILDING PERMIT APPLICATIONS

1. Applications completely filled out.
 - Commercial building permit
 - Residential permits:
 - Permit to Repair: Brown Single Page (i.e. decks, addition, renovation, new homes, and demolition):
 - Roofing, Siding, Windows: White NCR (carbon) Paper
 - Signs, Solid Fuel Appliances, Misc.: Yellow NCR (carbon) Paper
 - Tent
 - Alter

The owner of record **MUST** sign any application. We will not accept a signed contract Who is hauling the construction debris out of Lexington, and where it is going must be listed on the application.

2. Workman's Compensation Affidavit and Certificate of Liability Insurance
 - The Certificate of Insurance must accompany the Workman's Comp Affidavit with the Town of Lexington listed as Certificate Holder.
3. Copy of Construction Supervisors License (CSL) and Home Improvement Contractors Registration (HIC)
 - If Contractor is pulling residential permit we always need both CSL & HIC. There is only one instances when HIC is not needed
 - When the home is not owner occupied (i.e. it is a rental property)
 - **For Demolishing and Re-building a home:** If the property is owned by the homeowner **not** a developer then a Home Improvement Contractors Registration (HIC) is required.
 - **If Homeowner is pulling the permit** we do not need any license information but they do need to fill out a Homeowners Affidavit.
4. Plot Plan with required information for any exterior work (i.e.: dormers, bay windows, decks, replacing existing porches): 4 copies for new homes, 3 copies for all other projects
5. Copies of Plans: 4 copies for new houses, 3 copies for all other projects. **(Smoke and carbon monoxide detectors must be shown on plans, or Fire Department will not review)**
6. If a new driveway cut is being made into the street a permit from Engineering Dept. Or Mass Highway must be submitted with the building permit application.
7. If engineered lumber is being used in the project a list of all engineering calculation with the engineers / architects stamp must be provided.
8. **Energy Information:**
 - For new houses the preliminary report from the HERS rater must be submitted with the application.
 - For all other projects with insulation being installed: This information must follow 780 CMR appendices AA (Stretch Energy Code) (ie: U value of windows must be .30 or lower)

9. A Check for the fee: Building, Mechanical, Sheet Metal Permit, Tent

- This fee is based on the estimated value of the project: \$12.00 per 1,000.00, of estimated valuation of job, rounded up to nearest 1,000. The minimum permit fee is \$30.00.
- Fees for new single family dwellings are based on the square footage provided by applicant and are calculated by the Department Assistants when the building permit is brought in.
- Microfilm Fee: This is a flat fee also based on the estimated value of the project.

\$200,000.00 and under	\$10.00
\$201,000.00 up to \$999,999.00	\$25.00
1 million and up	\$200.00